

DATE: April 19, 2001

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers/TSC Managers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 2001-05
Revised Progress Schedule Form 1130

The purpose of this memorandum is to revise the policy, procedures, and Form 1130 for processing Progress Schedules. This BOH IM replaces CIM 1992-12.

Beginning immediately, the Progress Schedule shall be submitted by the contractor to the Michigan Department of Transportation (MDOT) region engineer (herein defined as the region delivery engineer, TSC manager, or resident engineer as the "responsible engineer" in charge) on the revised form 1130 (02/01). The region engineer will review the form and check the completion date, open-to-traffic date (if required), assure the appropriate boxes are marked, and check the Controlling Work Items against the Progress Clause in the proposal. The form has been updated to reflect the changes in the Progress Schedule requirements.

The contractor is responsible for completing all information on the form except for the lower right section beginning with "Conformance with progress clause . . ." The region engineer shall complete this section. Also the region engineer, local agency engineer or consultant engineer may add relevant comments in the Remarks Section.

Additional information may be included on the form related to the progress schedule in general and certain progress schedule requirements for expedited projects.

If the Progress Schedule is acceptable, the region engineer will sign the original form and mail it to:

MDOT Financial Services Division
Contract Awards Section
P O Box 30050
Lansing, MI 48909

As before, all pages of the Progress Schedule shall be signed by all parties. If a Critical Path Network (CPN) is required or allowed under the Progress Clause, the MDOT region engineer will assure that the CPN meets the requirements of the Progress Clause. The CPN shall also be signed by all parties involved.

For local government projects and/or projects that have a consultant as the project engineer, the local government engineer and/or consultant engineer will approve and sign in the Local Agency Box on the form. The region engineer who will have oversight of the project will sign for the department.

Resident/project engineers are asked to share this information with the local government agencies and the consultants under their jurisdiction.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C/T:RDC:kab

Index: Progress Schedules

Attachment

cc: C&T Staff
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